

AGENDA

Regular Meeting

TVCS D Board of Directors
WEDNESDAY November 12, 2014
Town Hall 7:00 PM
Phone: (707) 878-2767
TVCS D Mission Statement

Call to Order

1. Approve the September 10, 2014 & October 8, 2014 TVCS D Board Meeting Agenda
2. Open Communication
(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)
3. Additions, Corrections and Approval of September 10, 2014 & October 8, 2014 Board Meeting Minutes
4. Financial Report
(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)
 - A. Accept Check Registers and Approve Expenditures (Action)
 - B. Review Financial Summary (Information)
(Unaudited Financial Statements are never voted on or approved)
 - C. Update on SB90 Reimbursements – Review Only
5. Phillips & Associates Report
 - A. Self Monitoring Report (Information)
 - B. Duckweed Update
6. Committee Reports
 - A. Financial Advisory Committee Meeting Minutes

RCAC update

RFP Process - items for discussion
 1. Timeline adjustment? Stagger Finance and Administrative positions?
 2. Review RFP Process and next steps (attachment)
 3. RFP List Review (attachment)
Status of Efficiency Audit
 1. Review Feedback and Next Steps
 - B. Park Advisory Committee
 1. Update Water Tower Roof Repairs -- Review
 2. Update on Park survey, map and architectural drawings -- Review

7. Unfinished Business

A. Telstar Computer Proposal

1. Review Proposal

B. Bylaws

1. Review legal opinion from 2011

C. Secretary Position

Discussion / Action – Action

8. Office Update

1. Status of Office move - What items are outstanding?

a. What Documents are Required to be on site (@ office)

i. Protected pdf files - computer documents

ii. Access & responsibility - role of contract service providers with regard to ownership of district documents

b. Due Date of Documents' arrival

c. Backup of Financial & Administrative documents kept at office (including QB backup)

d. Management & Archiving of Recordings of Board Meetings

i. Media used

ii. Secure storage in the office

iii. Handling of recordings, methods of fulfilling requests

e. Computer backup, usage

f. Leaving items in the office

9. Correspondence October -- Review

A. 12 Year Sanitary Survey Report – State Department of Health

B. CSDA Membership Letter

C. Regional Water Quality Control Board Questions re Tomales Facility –

D. Dawning Wu, RWQCB

E. Web Design and Development Proposal – Akesh, SEO Team

10. Adjourn